

Posted 9/10/18 SB



# North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 \* (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 \* (860) 872-1501 Fax (860) 872-1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 \* (860) 465-3033 Fax (860) 465-3032
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 \* (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.  
Director of Health

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**AGENDA**  
**NORTH CENTRAL DISTRICT HEALTH DEPARTMENT (NCDHD)**  
**ANNUAL MEETING**  
**NCDHD Headquarters**  
**31 North Main Street**  
**Enfield, Connecticut 06082**  
**Wednesday, September 12, 2018**  
**7:00 PM**

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VERNON CLERK  
18 SEP 10 AM 8:47

- A. Call to Order/Determination of Quorum
- B. Executive Session - None
- C. Chairman's Report
- D. Election of Officers
- E. Director of Health – Attachment 1

Monthly Report Review and Update of Pending Business Items – (Provided in written form by the Director to the NCDHD Board. Discussion and clarification – no action required at this time.

- Written Procedures for the District
- Training/Cross-Training of Staff
- IT Update
- Reaching out to Partners
- Monthly Environmental, Preparedness, Health Educator Reports – July 2018 Attachment 2 and August 2018 – Attachment 3
- Monthly Financial – Attachment 4
- Organizational Chart
- Updating of Job Descriptions
- Building Upgrade
- Pension Vesting Period
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food service inspection capacity
- Capacity Modeling
- Status of as-builts on website

F. **Action on Consent Agenda** – Items requiring routine approval

1. **Motion:** The NCDHD Board of Directors approves the Proposed Budget Transfer Request Nos. 8, 9, 10, 11, 12, and 13 as presented – Attachments 5, 6, 7, 8, 9, & 10

2. **Motion:** Resolution to certify that Patrice A. Sulik is the Director of Health of the NCDHD, Enfield, CT 06082 and is authorized to sign any and all contracts and amendments thereof on behalf of said organization for the 2018-2019 Fiscal Year. Attachment 11

G. **Committee Updates and Discussion** – (reports provided in written form for discussion - any action would follow in New Business)

1. Finance – Maria Whelden, Chair
2. Short and Long-Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Mary Ann Turner, Chair
4. Personnel – Linda DeGray, Chair

H. **New Business**

1. Discussion of Plans for Enfield Building.
2. Carry Over of MRC funds.

**Proposed Motion:** The NCDHD Board of Directors approves the carry-over of MRC funds (\$1,935.29) to the 2018-2019 fiscal year

3. Funding Opportunity for PT Health Departments to Join or Form a Health District  
- Attachment 12

4. Discussion of Transition of Front Office Staff

I. **Identification/Adoption of Additional Agenda Items**

J. **Informational Items**

K. **Adoption of Minutes** – Attachments 13 & 14

The NCDHD Board of Directors waives the reading of the Minutes of the Special Meeting of the Board of May 17, 2018 and June 13, 2018, and that Minutes of said meetings be approved.

L. Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action

M. Adjournment

**Next Board Meeting:** Wednesday, October 10, 2018, East Windsor Town Hall Conference Room, 11 Rye Street, Broad Brook, Connecticut 06016